

## Sunday School Religious Education Coordinator

### ➤ Overview

The Coordinator shares in and helps carry out the catechetical mission of the church. She/He oversees the functioning of the Sunday School Religious Education Program offered at the parish by guiding and supporting the Catechists.

### ➤ Activities/Responsibilities

- Maintains contact list of all Sunday School Religious Education Catechists.
- Ensures any changes in the list of Catechists are communicated promptly to the Parish Volunteer Screening Committee.
- Is responsible for recruiting Catechists and all other Sunday School Religious Education Program volunteers.
- Trains, supervises and evaluates Catechists and all other volunteers.
- Assigns Catechists to appropriate classes.
- Arranges locations for Sunday School lessons.
- Meets with Catechists on an ongoing basis to offer support, suggestions and feedback on current and upcoming lessons.
- Ensures Catechists' lessons are in accordance with parish-approved curriculum.
- Is responsible for replacement of Catechists in the event of short notice cancellation.
- Collaborates with the Pastor and with other members of the parish staff, integrating his/her own area of responsibility with the overall parish endeavor.
- Is responsible for communication with parents/guardians.
- Announces and oversees registration.
- Ensures that appropriate materials are available for the program and to recommend the purchase of required resources to the Pastor.
- Prepares calendar and events for the school year.
- Is available for meetings and training on both the Parish and diocesan levels.
- Schedules, coordinates and is present for planning meetings as required.

**The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.**

#### Other specifics:

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➤ **Skills, Experience, and Qualifications**

- Is a fully initiated member of the Catholic Church in good standing.
- Must be at least 21 years of age.
- Is recognized within the parish community as a person of good reputation.
- Should have experience as a Catechist.
- Formal training is recommended.
- Is familiar with the processes and pedagogy involved in the coordination and delivery of a Sunday School Religious Education Program for children.
- Has appropriate leadership and facilitation skills.
- Has good organizational skills.
- Can relate effectively and communicate clearly with others.
- In cases of emergency, knows contacts and/or procedures.

➤ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Needs to be a person of prayer.
- Has a helpful, supportive and non-threatening attitude in working with children and their parents.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Honest, dependable and can maintain strict confidentiality.
- Pays close attention to detail.
- Has a spirit of generosity.

➤ **Orientation and Training**

Standard parish orientation program and Sunday School Religious Education Coordinator training provided by the incumbent Coordinator or the Archdiocese of Toronto.

➤ **Participant Group**

Sunday School Religious Education Catechists & volunteers, children, parents/guardians and other Leaders within the parish community.

➤ **Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

➤ **Length of Ministry Appointment**

\_\_\_ year term.

➤ **Benefits and Working Conditions**

Will directly contribute to children's spiritual development.

Will further develop leadership, training and facilitation skills.

Opportunity to perform community service and gain experience for the purpose of school or career advancement.

This is a volunteer position which requires a time commitment of \_\_\_ hours per week/ \_\_\_ hours per month.

Must be available to attend all regularly scheduled meetings.  
Must be able to attend the orientation session and training sessions as required.

➤ **Screening Recommendations**

This is a High risk position.  
Completion of a Volunteer Information Form is required.  
An interview and personal reference checks are required.  
A Criminal Record Check is required.  
Training and orientation are required.  
There will be supervision and periodic evaluations.  
Participant follow-ups will be conducted.

<b>This ministry position description accurately reflects the Ministry of Sunday School Religious Education Coordinator currently practiced at _____.</b>	
(Parish Name)	
_____	
Parish Volunteer Screening Committee	
_____	_____
Pastor	Date

**Prepared by: Archdiocese of Toronto**